<u>Guidance/Tips To Prepare for Hosting the JFT Meeting</u>

<u>Primary objectives of the Virtual Meeting Host:</u>
1. **Provide a safe environment for all attending the virtual JFT meeting**
2. **Provide an optimal experience for the attendees (visualize how you would want to be experiencing the meeting, and prepare accordingly)**

- Please take time to review **<u>Zoom's Managing Participants Help Page</u>**.

- **Important things to know to maintain safety:**
    a. **<u>Participant List Order:</u>** It is helpful to understand the methodology by which participants are displayed (which explains why they move around)!
         i.   You
         ii. The host (If you're not the host)
         iii. *Raised Hands – will pop up to top of list*
         iv. Co-hosts
         v.   Unmuted participants (sorted alphabetically)
         vi. 'Numbered' participants
         vii. Muted participants (sorted alphabetically)
         viii. Muted phone only (sorted alphabetically)
    b. **<u>Muting / Unmuting / Lower Hand</u>**
         i.   Mute All/Unmute All – at bottom of Participant List
              1. Unmute the chair
         ii. Mute/Unmute Individual – hover over the name
         iii. Lower Hand when the person begins to speak
         iv. If there is noise (even if white noise), chances are someone has landed in the Unmute condition; they rise up to below hosts and raised hands in the list (see above) so they will be easy to find.
         v.   Take care not to mute the person who is speaking
    c. **<u>Remove Participant:</u>** *Be sure you know how to use this function so that you are prepared in the case of Zoom Bombing/inappropriate interaction.*
         i.   **Note:** This may be a conversation for the steering committee to be clear as to what our group conscience would be – as there may be someone who is drunk or in need and is just behaving badly as happens in the rooms; try to respond from the perspective of our traditions (only requirement is a desire to stop drinking, but the groups safety over the individual's need). But if hate speech or safety is at risk – opt for removal.
         ii. Click on participant, more (three dots), remove in drop down menu) so that you are prepared to Remove a participant

- **Renaming Participants**
    a. **Anonymizing Names** – at this time the Group conscience is to leave this to the member and <u>not</u> have the Host make these changes – this is under discussion for the steering committees; but the invitation to anonymize is included in the Chair's format
    b. **For 7am meeting, Rename Telephone Numbers (disregard for 6am meeting):**
         i.   The JFT Virtual Platform Liaison will send a list of known phone #s of people who typically attend the 7am mtg by phone
         ii. Current Format invites host to ask for names to associate with the phone numbers – (2) times - before and during the mid-meeting break
         iii. Try to insert the name before the number so that the number is retained
         iv. **Try to keep a list from day to day of additional phone participants**

Hosting the JFT Meeting

IMPORTANT
- **As of July 12, 2020, the 6am and 7am meetings use DIFFERENT LOGIN NAMES to start the meetings to allow the 7am meeting to start without ending the 6am meeting, giving the 6am meeting more time post-meeting for fellowship. We recommend that you login before the first meeting you host to be sure you can get in and see the correct meetings. This information will be emailed and/or texted to you ahead of the time you are hosting.**

BEFORE THE MEETING STARTS
- Upon arrival, have the following files or tabs ready:
  - **JFT Virtual Meeting Format for Chairperson & Host (Meeting Format & Script) – open this for our own reference**
  - **PPT file with 'Welcome' slide, Traditions, AA Preamble, Promises, Daily Reflection, 7ᵗʰ Tradition (JFT Virtual Meeting Slides)**
  - **AA Daily Reflection (AA Daily Reflection) for Mon.-Fri. meetings**
  - **The 7am meeting is reading from Living Sober on Mondays: http://aaposigintergrouptrinidad.org/wordpress/wp-content/uploads/2015/12/Living-Sober.pdf**

- Click on the 'Participants' icon at the bottom of the screen, and have this window open for the entire meeting. This is where 90% of the work will be done.

- Attendees waiting to enter the virtual meeting room will appear at the top of the 'Participants' window. Hover over the attendee's name and click 'Admit', permitting them to enter the virtual meeting room.

- Designate the Chairperson as a Co-host by hovering over his/her name and click "Make Co-host"

- Designate one other person to Co-host (someone who has done this before) to help with muting, unmuting, re-naming and watching for security issues/removal responses

- Remind the Chairperson to ask for ask volunteers to read The Preamble and the Promises.

DURING THE MEETING
- **At the start of the meeting, prompt the Chairperson to unmute him/herself, as you mute all other attendees**

- The Virtual Mtg. Host should also mute himself/herself unless talking, so the listening experience is optimal for the rest of the attendees.

- Make it a priority to constantly monitor the queue of people waiting to enter the virtual meeting room and admit people as quickly as possible.

- People raise their virtual hands to share during the meeting. Most forget to lower their hand. Once someone is called on by the Chairperson to share, the Host should lower the participant's hand by hovering over the attendee and click "Lower Hand"

- IMPORTANT: In the event the meeting is "Zoom-bombed" or inappropriate content/language is displayed, please do the following IMMEDIATELY:
  1. Locate the person in the Participant list and hover over his/her name
  2. Click on the three dots and select 'REMOVE FROM MEETING'
  3. Confirm you want him/her removed from the meeting by clicking 'Yes'